

3157 - CODE COMPLIANCE OFFICER II

NATURE OF WORK

This is responsible, technical work in the enforcement of various applicable national, state, and local laws, codes, and ordinances relating primarily to health, zoning, and environmental regulations in the City's Building Department. Employee inspects businesses, buildings, structures, and premises to determine violations, and ensures compliance by explaining violations and/or issuing citations to the public. Work field and some offices duties.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Enforces applicable national, state, and local laws, codes, ordinances, and other regulations by issuing warnings and written notices of violation; follows departmental procedures for reinspection and actions required to ensure compliance.

Conducts field inspections of new and existing businesses, buildings, structures, premises, and marine related facilities and activities.

Responds to and assists others in responding to routine or unusual situations and resolving problems.

Investigates and resolves complaints from the public.

Detects and investigates any reported or unreported hazards, possible safety problems, and violations; determines conformity with accepted standards and approved plans.

Reviews plans and applications for building, electrical, plumbing, mechanical, marine, licensing, and sign permits to determine compliance with applicable codes, ordinances, and procedures; recommends approval or rejection; and issues licenses and permits accordingly.

Recommends methods, materials, equipment, and alterations to assist in compliance with acceptable standards.

Computes fees and accounts for monies received.

Conducts inventories of various goods, services, trades, and types of businesses and industries.

Recommends amendments to City codes, ordinances, or other regulations.

Testifies in court and before related boards; obtains documentation; and prepares testimony.

Reports suspected or known violations of other regulations to the appropriate authorities.

Prepares and maintains records, reports, and correspondence concerning inspection and enforcement work.

Directs the work of, trains (primarily in the field), and assists in the evaluation of other inspectors and clerical staff in code compliance work

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of local geography, roadways, and jurisdiction boundaries.

Considerable knowledge of applicable national, state, and local laws, codes, ordinances, and other regulations.

Considerable knowledge of relevant enforcement procedures.
Considerable knowledge of the City and other agencies sufficient to respond to or redirect citizen inquiries.
Some knowledge of building design and good construction practices.
Ability to read, understand, explain, and apply regulations.
Ability to enforce regulations tactfully, firmly, and impartially.
Ability to make technical inspections, conduct investigations, ascertain facts, and render valid decisions.
Ability to communicate effectively both verbally and in writing.
Ability to establish and maintain effective working relationships with other employees, agencies, and the public.
Ability to prepare clear, concise, legible, and accurate records, reports, correspondence, and other documents.
Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards
Ability to testify effectively in court and before related boards.
Ability to use a variety of office equipment such as computer terminals, advanced multi-line telephone equipment, and radio equipment.
Ability to direct, train, and evaluate the work of others.
Ability to conduct various types of inventories.
Ability to make arithmetic and statistical computations.
Ability to research data and originate legal documents and other instruments of law.

MINIMUM REQUIREMENTS

One (1) year full-time verifiable field experience in the enforcement of municipal codes and ordinances.
Must currently possess a Level 1 and Level 2 certification from the Florida Association of Code Enforcement. Driver's license.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

General and specific assignments are received. Work is performed with latitude for the use of independent judgment. Work is reviewed primarily through evaluation of verbal and written reports and work products.

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SUPERVISION EXERCISED

Trains, directs, and assists in the evaluation of inspectors and clerical staff.

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